

**State of Hawaii
Department of Public Safety
Hawaii Paroling Authority**

Addendum B

December 22, 2006

To

Request for Proposals

RFP No.: PSD 07-HPA-14

**SUPPORTIVE LIVING FOR HIGH NEEDS
FEMALE PAROLEES ON THE
ISLAND OF OAHU**

Date Issued: October 20, 2006

December 22, 2006

ADDENDUM NO. B

To

REQUEST FOR PROPOSALS

RFP No.: PSD 07-HPA-14

The Department of Public Safety, Corrections Program Services Division, Substance Abuse Program is issuing this addendum to RFP No. PSD 07-CPS/SA-15, Residential Work Release and Reentry Program for Women Inmates on Oahu for the purposes of:

- ☐ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☒ is amended to **January 10, 2007**.
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Marc S. Yamamoto, Purchasing and Contracts Staff

Phone: (808) 587-1215

e-mail address: marc.s.yamamoto@hawaii.gov

Address: 919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814

December 22, 2006

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REQUEST FOR PROPOSALS

RFP No.: PSD 07-CPS/SA-15

SUPPORTIVE LIVING FOR HIGH NEEDS
FEMALE PAROLEES ON THE
ISLAND OF OAHU

1. Section 1, page 1-1 is replaced with the attached.
2. Section 2 in its entirety (pages 2-1 through 2-11), is replaced with the attached.
3. Section 4, page 4-3, is replaced with the attached.

I. Procurement Timetable

Note that the procurement timetable represents the State's best-estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>Oct 20, 2006</u>
Distribution of RFP	<u>Oct 20, 2006</u>
RFP orientation session	<u>Oct 27, 2006</u>
Closing date for submission of written questions for written responses	<u>Nov 3, 2006</u>
State purchasing agency's response to applicants' written questions	<u>Nov 8, 2006</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Nov 9, 2006</u>
Proposal submittal deadline	<u>Jan 10, 2007</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Jan 11 – Jan 12, 2007</u>
Final revised proposals (optional)	<u>Jan 15, 2007</u>
Proposal evaluation period	<u>Jan 11 – Jan 16, 2007</u>
Provider selection	<u>Jan 17, 2007</u>
Notice of statement of findings and decision	<u>Jan 18, 2007</u>
Approximate Contract start date or as stated on the Notice to Proceed	<u>Feb 1, 2007</u>

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

In 1980, the Hawaii correctional facilities housed (thirty) 30 female inmates. Currently, there are approximately 750 female inmates incarcerated in Hawaii and on the mainland. In recent years, the number of incarcerated women has increased at an alarming rate. Nationally, the women compose 6.9 percent of the prison population. In Hawaii, however, women form 11.99 per cent of the prison population. While the male prison population doubled between 1985 and 1995, the female population tripled. The number of female parole violators rose (thirty) 30 percent between January 1, 2001, and January 19, 2004. In 2005, there were a total of 303 females on parole. In 2006, there were a total 309 females on parole. The number of females on parole has been consistent for the past couple of years. Each month, approximately fifteen (15) females are considered for parole. Of this fifteen (15), about three (3) are not being paroled due to the lack of appropriate housing. Also, it is estimated that each month, about two (2) female parolees are in jeopardy of having their parole revoked due to illicit drug use. Moreover, it is estimated that approximately four (4) parolees per month, are involved in abusive or negative home environments.

During the past decade, funds for housing, financial assistance and other programs for newly paroled female parolees have been cut. In addition, the privatization of Medicaid in Hawaii has made it more difficult for those clients to access mental health, substance abuse and other health care services. This has been complicated by the fact that inmates are not eligible for benefits. And without those benefits, once they are released on parole, they have no other legitimate resources with which to meet their needs for food, shelter, and health care.

Research establishes that female offenders have different needs from male offenders, resulting in part from female disproportionate victimization from sexual or physical abuse and their responsibility for children. Women offenders are more likely than male offenders to be addicted to drugs, suffer from mental illness, and have been unemployed before incarceration. Within the past few years, high needs female parolees have been successfully placed into supportive living programs. Supportive living programs have been successful in helping high needs female parolees make the transition from prison to the community.

The purpose of this supportive living program is to reduce the re-incarceration rates of high needs female parolees by placing them in a

correctional halfway house that provides for the access of services that include, but not limited to gender responsive issues, cognitive restructuring, relapse prevention, vocational/employment services, health care, family therapy, domestic violence, and sex abuse services. The program should successfully reintegrate in the community, female parolees who have substance abuse problems, are unable to secure and maintain employment, and lack the skills to interact successfully in personal and community relationships. The Department would like to expedite the release of appropriate inmates approved for parole, by releasing them to the correctional halfway house. As the parolees adjust and stabilize in the correctional halfway house, after three (3) to six (6) months, they should be placed in more permanent independent living/housing. The Department would also refer parolees already in the community to the correctional halfway house when the need arises.

B. Planning activities conducted in preparation for this RFP

The Request for Information (RFI) orientation meeting was held on September 29, 2006. One vendor attended this RFI orientation meeting. The RFI comments were due on October 6, 2006. No comments were received.

C. Description of the goals of the service

The goals of the service is to reduce the re-incarceration rates of high needs female parolees by placing them in a correctional halfway house that provides for the access of services that will focus on gender responsive issues, cognitive restructuring, relapse prevention, vocational/employment services, family therapy, health care, domestic violence and sex abuse services. The goal will be to successfully reintegrate into the community, parolees who have substance abuse problems, are unable to secure and maintain employment, and lack the skills to interact successfully in personal and community relationships. In addition, the Hawaii Paroling Authority will expedite the release of appropriate inmates approved for parole by releasing them to the correctional halfway house.

D. Description of the target population to be served

The supportive living program shall provide at least six (6) beds for this project. The supportive living program will serve between six (6) and twelve (12) high needs female parolees on the island of Oahu. The exact number depends upon the length of stay for each of the project participants.

E. Geographic coverage of service

Supportive living services for high needs female parolees will be conducted on the island of Oahu.

F. Probable funding amounts, source, and period of availability

Funding for this supportive living project for high needs female parolees is estimated at \$80,000 for the period commencing on the date indicated on the Notice to Proceed to September 30, 2007. After the initial contract period expires, this contract may be extended for not more than two (2) twelve (12) month periods or fraction thereof, subject to the availability of funds and upon mutual agreement in writing. After the initial contract period, the funding has the potential to increase to an estimated \$97,500 for the following contract period, subject to availability of funds.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

Applicant shall be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.

If a non-profit corporation, the applicant must have a governing board whose members have no material conflict or interest and serve without compensation.

Applicant must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.

Applicant must have a minimum of one (1) year of successful experience in dealing with female offenders and their families. To those Applicants that do not meet the one (1) year experience requirement, an exception can be made. The request for an exception shall include at a minimum, a discussion of the following:

1. The reasons why the exception is being requested (i.e. the reasons why the applicant does not meet the one (1) year experience requirements (i.e. service for which funds are being requested is a new service, etc.)
2. The qualifications and experience of the organization in providing services for other related state programs in the past.
3. Description of the activities performed to date and accompanying statistical data.

Applicant will be required to accept parolees who have been assessed by the HPA as being appropriate for services, unless the Applicant presents to the HPA, justifiable reason that a parolee should not be accepted into the program. The Applicant shall provide only those treatment services identified by the Department/HPA as

required for the parolee. The HPA shall have the final decision as to whether a parolee will continue to receive services or be terminated from receiving services.

Monitor parolees' behavior to ensure compliance with all State and Federal laws and the rules and regulations of the Department/HPA.

Comply with the State of Hawaii Codes and Regulations (i.e. Fire Code, Health Care, etc.), and all City & County codes, regulations & zoning requirements.

Applicant must maintain and show proof of a liability insurance policy of at least two (2) million dollars.

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases – There are no planned secondary purchases.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards: N/A

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (\leq 2 yrs) ☐ Multi-term ($>$ 2 yrs.)

Contract terms: Funding for this supportive living project for high needs female parolees is estimated at \$80,000 for the period commencing on the date indicated on the Notice to Proceed to September 30, 2007. After the initial contract period expires, the contract may be extended for not more than two (2) twelve (12) month periods or fraction thereof, subject to the availability of funds and upon mutual agreement in writing. After the initial contract period, the funding has the potential to increase to an estimated \$97,500 for the following contract period, subject to availability of funds.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

Mr. Marc Yamamoto
Department of Public Safety
Planning, Programming & Budget Office
919 Ala Moana Boulevard, Room 413
Honolulu, Hawaii 96814
Telephone: (808) 587-1215
Fax: (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Provide a setting that is appropriate for achievement of the program's purpose.

Provides for the access of services in group or individual discussions or classes to address parolee needs in areas such as cognitive skills, life skills, substance abuse (i.e. relapse prevention), anger management, domestic violence, physical and sexual abuse through in-house personnel or by referrals.

Provides a correctional halfway housing and on-site supervision of parolees. Applicant shall monitor the parolees' behavior to ensure compliance with the Terms and Conditions of their Order of Parole, with the laws of the State of Hawaii, the County of Honolulu, and of the United States of America.

Promptly report all violations and criminal conduct to the Department/HPA.

Provide case management services in coordination with the Department of Public Safety/HPA, maintain case records. Individual case management services will have goals, objectives and timelines including referral to private and public social services resources such as entitlements, employment, treatment and recovery programs.

Provide periodic or as requested, reports and evaluations.

Instruct each parolee in seeking, obtaining and maintaining approved employment. Work in conjunction with other service providers who

will provide educational and vocational training to increase marketability of parolees in the work force. Transportation to be the responsibility of the parolee and agreed upon with Applicant and Department/HPA.

Instruct parolees **in** personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after leaving the program.

Provide **for** counseling for parolees, including referrals or timely intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.

Provide **for** parolees with assistance in developing skills necessary for successful reintegration into the community.

Immediately advise the parolee's parole officer of non-compliance in the suspected use (i.e. unusual behaviors) of drugs or alcohol.

Program's duration will be from three (3) to six (6) months depending on the needs of the individual parolee. Prior to the parolee being removed/discharged from the program, the Applicant shall meet with the parolee's parole officer to discuss the parolee's discharge plan.

Applicant shall have clear house rules, policies and procedures that detail the parolee's rights and responsibilities. These policies shall be presented to the parolee on the first day of residence, and shall include discipline, termination and parolee grievance procedures.

Volunteer community service activities made available

Interview the parolee in person, at least once, prior to release.

Enable participants to engage in meaningful leisure, social and recreational activities.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Applicant shall have a minimum of five years experience in job development, employment counseling, employer relations, and coordination of services for the female offender population.

Applicant shall assure that all current staff meets all licensing and/or credential requirements.

Applicant shall not hire persons currently serving a criminal sentence (i.e. furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea. Any

employee with a criminal history shall be subject to the review and approval by the Department/HPA. The Department/HPA will review and agree to the employment of the Applicant's staff in writing. The Department/HPA shall agree any changes to staff.

2. Administrative

Applicant must operate their program in accordance with the rules, regulations, and policies of the Department.

Applicant must have the ability to supervise, train, and provide administrative direction relative to the delivery of services.

3. Quality assurance and evaluation specifications

The HPA's Parole and Pardons Administrator, or his designee(s) will monitor the Applicant's compliance with the service specification mandates and evaluate the services performed. The Parole and Pardons Administrator, who may suspend or terminate the services under the provisions of this contract, shall evaluate unacceptable practices or deviations from the service specifications. Prior to such suspension of the contract by the Parole and Pardons Administrator, the Applicant shall be allowed to make every effort to correct any perceived discrepancies and shall be given reasonable time to do so. The Parole and Pardons Administrator in consultation with the Program Specialist shall determine reasonable time.

4. Output and performance/outcome measurements

Applicant shall provide a detailed description of its outcome evaluation and measures of effectiveness and should include, but not limited to the following:

- Total number of parolees referred to the Supportive Living Program
- Number of parolees accepted into the program
- Number of parolees rejected for admission to the program and reasons for rejection
- Number of parolees referred to each treatment component
- Number of parolees successfully completing each treatment component
- Number of parolees dropping out of each treatment component
- Number of parolees terminated from the program due to misconducts (i.e. positive urinalysis, assault, etc.)
- Number of parolees terminated due to criminal offense
- Total number of drug tests (positive and negative) conducted

- Number of parolees completing the program and placed into independent living
- Number of parolees who completed the program and remained drug-free
- Number of parolees who completed the program and remained arrest-free

Long-term measures of success include recidivism rates and adjustment in the community. However, Applicants will not be evaluated on measures that occur outside of the contract period.

5. Experience

Applicant must demonstrate a minimum of five (5) years experience in job development, employment counseling, employer relations and coordination of services for the female offender population.

Applicant must demonstrate experience in training staff to work with female offenders.

Applicant must demonstrate that all current staff meets all licensing and or credential requirements.

Applicant must demonstrate experience in integrated case management with other employment services, educational institutions and social service agencies.

6. Coordination of services

Applicant must demonstrate experience in coordinating services with social service agencies such as Department of Human Service's Division of Vocational Rehabilitation, the Department of Labor's Division of Workforce Development, Labor Union training programs, University of Hawaii community college system, Department of Health, and other appropriate entities.

Applicant must demonstrate the ability to coordinate program activities, appointments and interviews with parole officers, security staff, and community-based offender treatment programs.

7. Reporting requirements for program and fiscal data

On the first working day of each month, the Applicant will be required to fax to the Program Specialist, the monthly list of parolees they are treating for drug testing purposes. Applicant will be required to submit the following:

- Program reports filed separately from billings and marked “confidential” and forwarded to the Program Specialist via facsimile at (808) 587-1314
- Monthly reports to the Department/HPA detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an attendance sheet that will include:
 - Date and time of each treatment service, whether completed or interrupted
 - Roster of parolees who attend each session
 - For absent resident, whether they were excused or unexcused
 - Signed copy of the attendance sheet by Applicant as to accuracy and authenticity of their presence and participation
- Monthly activity reports, in a format to be approved by the Department/HPA, no later than the 10th of each month
- Quarterly line item expenditure reports, in a format to be approved by the Department/HPA, no later than 30 days after the close of each fiscal quarter
- Report of any knowledge of criminal activity by a parolee, whether potential or actual, to the HPA in accordance with agreed upon procedures

8. Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service. Pricing shall include all taxes, and shall be the all-inclusive cost to the State, and no other charges will be honored.

9. Units of service and unit rate

Units of service and unit rate shall be based on price per bed per day.

Units of service and unit rate should reflect the budget of \$80,000 for the initial contract period (period commencing on the date indicated on the Notice to Proceed to September 30, 2007) and the potential budget of \$97,500 (subject to the availability of funds) for the two (2) twelve (12) month periods or fraction thereof.

10. Method of compensation and payment

Applicant shall submit to the Program Specialist, a monthly invoice (an original and one copy) for payment of delivered service no later than thirty (30) days after the last treatment intervention for the month. Exceptions to the thirty (30) days, must be approved by the Program Specialist.

Each monthly invoice shall include:

- Contract number
- Date of service
- First and last name of parolees who received services
- Type of services provided to each parolee
- Unit amount
- Amount of units being billed
- Total amount of bill

Applicant's invoice shall not include costs incurred by subcontracted service providers, unless such costs are paid by the Applicant under the terms and conditions provided herein.

Invoices shall be mailed to the following address:

Ms. Joy Keamo, Program Specialist
Hawaii Paroling Authority
1177 Alakea Street, Ground Floor
Honolulu, Hawaii 96813

Any discrepancies in regards to the invoice will be handled in 45 days or less.

No payments in advance will be made.

IV. Facilities

The Applicant shall provide a description of the facility(s) and site that will be used for this project.

The Applicant shall discuss any off-site facility that may be used to assist parolees for the purpose of counseling, follow-up interviews or services directly related to the parolees' employment needs. The Applicant may use an off-site facility to meet with clients, provided the site ensures client confidentiality.

Section 4, page 4-3

2. **Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. **Staffing (8 pts)**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. 4 pts
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program. 4 pts

B. **Project Organization (7 pts)**

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. 4 pts
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. 3 pts

3. **Service Delivery (55 Points)**

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Program Philosophy 5 pts
- Program Components 20 pts
- Case Management Services 10 pts
- Description of Basic Services 10 pts
- Description of the Range of Services 5 pts
- Description of how the Applicant will provide for access to services to fluctuating population needs 5 pts

5. **Financial (10 Points)**

- Adequacy of accounting system
- Competitiveness and reasonableness of unit of service, as applicable
- Financial stability of the Applicant
- Adequacy of accounting system.